The Ultimate Corporate Event Checklist

TOM CROWL
COMEDY VENTRILOQUIST

Overall Budget $

Decide Your Location

	Location Ideas	Available Dates	Cost of Hire
1			
2			
3			
4			

Chosen venue _____ Total cost $ _____
Contact name _____ Contact number _____

High Level Planning

Have you booked your venue? Yes ☐ No ☐
Devise a guest list - how many people will be attending? _____
What time will the event start? _____
Will transport be required? Yes ☐ No ☐
Will you be hiring entertainment? Yes ☐ No ☐

Entertainment

Will you be providing entertainment? Yes ☐ No ☐

Possible Entertainment Genres							
COMEDIAN		DJ		QUIZ		MAGICIAN	
VENTRILOQUIST		SINGER/BAND		KARAOKE		OTHER	

If Other _____

Possible Companies	Cost of Hire
	$
	$
	$
	$

Chosen company _____ Total cost $ _____
Contact name _____ Contact number _____

Important Reminders

Have you paid the entertainment deposit? Yes ☐ No ☐
Call entertainment company one week before to confirm ☐
Call entertainment company day before to re-confirm time ☐
Have you paid the company in full? ☐

Food & Drink

How many people will you need to cater for? _____

Does your chosen venue have a bar? Yes ☐ No ☐

If No, will you be providing alcohol? Yes ☐ No ☐ $ _____

If Yes, will you put money behind the bar? No ☐ Yes ☐ $ _____

Possible Catering Companies	Price Per Head
	$
	$
	$
	$

Vegetarian/Vegan options _____

Gluten free _____

Other (kosher, etc.) _____

Chosen company _____ Total cost including drinks $ _____

Contact name _____ Contact number _____

Important Reminders

Confirm total headcount one month before ☐

Have you paid the caterers a deposit? ☐

Call caterers one week before to confirm ☐

Call caterers the day before to re-confirm time ☐

Have you paid the company in full? ☐

Decoration

How many tables do you need? _____

How many chairs do you need? _____

Possible Decorations			
BALLOONS		DECORATIONS	
BANNERS		OTHER	

If other _____

Total cost of decorations $ _____

Draw Floor Plan Here

Important Reminders

Two weeks before – arrange time with venue to set up ☐
Pick up decorations one week before ☐
Arrange transportation of decorations if needed ☐

Transportation (if required)

How many Coaches _____ Mini buses _____ Taxis _____
Pick up time _____ Pick up location _____

Possible Transportation Companies	Cost of Hire
	$
	$
	$
	$

Chosen company _____ Total cost $ _____
Contact name _____ Contact number _____

Important Reminders

Pay deposit ☐
Confirm arrangements one week before ☐
Pay in full ☐

Expenses

Venue	$
Food & drink	$
Decorations	$
Travel	$
Misc	$

Budget	$
Total cost	$

Ways to save money?

Who's in Charge

ITEM	NAME
Venue	
Food & drink	
Entertainment	
Decorations	
Travel	

Notes

On The Day To Do List

Time	To Do	Responsible	Done